Competitive Development Group – YG06

Cathy Johnston
Personnel Management Specialist
US Army Human Resources Command
cathy.johnston@us.army.mil

Announcement Highlights

- ✔ **Announcement Opened 14 March 2005.**
- ✔ **Closes 7 May 2005**
  - ➢ **Applications must be in AMB by 1600, 7 May 2005**
- ✔ **Board in Two Phases**
  - **Phase I – Paper Application – o/a 7 June**
  - **Phase II – Personal Interview – o/a 11 July**
- ✔ **Two training tracks**

Board Process

- **Phase I – Application Review**
  - **All Eligible Applicants reviewed**
  - **Referral List sent to Convening Authority**
  - **Referral List approved by Convening Authority**
  - **Applicants appearing on Referral List notified and;**
  - **Interviews Scheduled**
- **Phase II – Applicant Interview**
  - **Interviews Conducted**
  - **Selection Recommendations sent to Convening Authority**
  - **Convening Authority approves list**
  - **Selectees notified**
  - **List released**
  - **Selectees attend orientation**

Phase I - Board File Review

- ✔ **The board file contains your**
  - ➢ **ACRB**
    - **Address your Military Experience**
  - **Resume**
  - **Evaluations**
  - **SRPE**
- ✔ **The Board Members independently**
  - **Review the file**
  - **Vote the file**
- ✔ **Then the Board determines**
  - **“Cut” line**

Next

Resume Tips

- ✔ **Provide specific examples of success**
  - ➢ **Problem encountered, action taken, results achieved and skills applied**
- ✔ **Eliminate personal pronouns such as "I," "me" and "my" and articles like "the," "a" and "an."**
- ✔ **Watch for typos and misspelled words**
  - **"rabid typist"**
  - **"Instrumental in ruining the entire operation"**
- ✔ **The purpose of this resume is to communicate your experiences and accomplishments and to obtain an interview.**
  - **Tailor your resume to meet this goal.**
- ✔ **Address military experience**

Back

Phase II - Interview

- ✔ **Interviews are conducted at HRC in Alexandria VA**
- ✔ **Travel costs are centrally funded by ASC**
- ✔ **Interviews last between 15-30 minutes**
- ✔ **5 Board Members**
  - ➢ **President, sitting or former Project Manager or ACMA**
    - **Civilian**
  - **Remaining members are GS14s and Lieutenant Colonels**
    - **Former Product Managers/DPM**

Planning a Successful Interview

- **Be prepared to**
  - Discuss your current job
  - Discuss your desires for future jobs
  - Talk about who you are
  - Answer questions about your career

- **Examples of questions that might be asked are**
  - We often have to deal with difficult people and difficult situations; can you explain one that you have dealt with in the past and how you dealt with it?
  - How do you keep abreast with what's going on in your organization/your career field/your acquisition profession?
  - Describe for us one of your biggest disappointments in your work history.
  - Which of the available CDG Career Tracks did you chose and why?
  - What do you see as the issues or concerns facing the acquisition workforce as a whole?

Why Wasn't I Selected?

- **Board Member Feedback from YG05 Records Review**
  - "Responsible for" driven resume vs. "accomplishment" driven resume
  - Conflicting comments/overall rating on SRPE
  - Evaluations that don't address quantifiable results

- **Board Member Feedback from YG05 Interviews**
  - Poor communication - talked too little, talked too much, rambled, evasive
  - Poorly prepared, asked no questions, has no knowledge about CDG
  - Vague interests, lack of career goals, is unsure of career goals
  - "What's in it for me?"

Tips for a Successful Interview

- **The obvious**
  - **Dress appropriately**
  - **Pay attention to the details of questions**
- **The not-so-obvious**
  - **Know what the CDG is and what it's goals are - - don't guess**
  - **Be prepared to respond to non-traditional questions**
  - **Be aware of body language, both yours and the interviewer's**
  - **Practice ahead of time**
  - **Anticipate tough questions**

What Does the CDG Panel Look for During

- ✔ **Interest in your career**
  - ➢ Do you have career interests outside your current job/organization?
  - Have you completed additional training/education beyond what is required for your current job?
  - Do you have a "plan" for the rest of your career?
- ✔ **A variety of experiences**
- ✔ **Potential to succeed**
  - Evident not only in SRPE comments but through different job assignments/evaluations
- ✔ **Performance**
  - Interview responses
  - Ability to "think on your feet"
    - Can you evaluate and respond to panel questions quickly
- ✔ **Evidence of leadership experience**
  - Doesn't have to be supervisory
  - Emphasize other leadership roles
    - Team Leader/IPT Leader

Tips for Application Preparation

- ✔ **Work with your ACM EARLY and OFTEN**
- ✔ **Follow the announcement instructions to the letter**
- ✔ **Submit your application EARLY**
- ✔ **Don't include additional documents**
- ✔ **Don't staple or bind your application with anything other than a butterfly clip**
  - ➢ **You may staple evaluations together by year**
- ✔ **Follow the instructions to the letter**
- ✔ **Submit your application EARLY**
- ✔ **DO NOT USE GOVERNMENT POSTAGE**
- ✔ **Work with your ACM EARLY and OFTEN**

Conclusion

- ✔ **DO . . .**
  - ➢ **Have your application reviewed by your ACM before submission**
    - **If ACM says it's OK, DON'T make changes to it!**
  - ➢ **Tailor your resume to get results (an interview!)**
  - **Practice for the interview (if selected)**